

ACQUISITION AND GRANTS OFFICE POLICY DIRECTIVE 2003-1

16 Dec 2002

Internet Usage

POSTING TO AGO WEB SITES

NOTICE: This publication is available at: <http://www.ofa.noaa.gov/~amd>

Contact: John Thompson, John Abbott

Certified: Richard N. Bennett

Type of Issuance: AGO Internal Policy

SUMMARY OF REVISIONS: None

1. **Policy:** All Information and data to be placed on the Acquisition and Grants Office (AGO) web site must relate to the mission, goals and objectives of all or part of AGO, conform to Federal, DOC, NOAA and AGO policy and be reviewed and approved by the Director, AGO, or the Director's designee(s) prior to being posted. The attached guidelines shall be used in assessing content for approval. As further indicated in the guidelines, all requests for posting of information and data on AGO web pages, including links to web pages managed outside of AGO, must be submitted for review and approval using the form, Acquisition and Grants Web Page Approval Process, approved by Dick Bennett, Acting AGO Director, on October 7, 2002 (see attachment). The form is available at the following URL: <http://www.ofa.noaa.gov/~amd>. Approval must be requested of AGO Division Chiefs for AGO Divisional web sites and for all other AGO web sites approval must be requested of policy staff, or Task Monitors, designated by the Director, AGO, to monitor AGO web site content.
2. **Purpose and Authority:** The purpose of this policy is to establish a process for approving all content proposed for posting to AGO web sites to ensure compliance with DOC, NOAA and AGO policy.
3. **Scope:** This policy applies to all content proposed for posting to AGO web sites no matter the intended audience.
4. **Definitions:** The following definition pertains only to this policy:
 - a. Content - any information or data conveyed in text or image form and proposed for posting to AGO web sites.
 - b. Task Monitor - policy staff designated by the Director, AGO, to monitor AGO web site content.
5. **Attachments:**
 - a. Acquisition and Grants Office Policies and Procedures for Posting on the Internet
 - b. Acquisition and Grants Web Page Approval Process (Approval Form)

**ACQUISITION AND GRANTS OFFICE
POLICIES and PROCEDURES for POSTING ON THE INTERNET**

1 General Policy

All Information and data to be placed on the Acquisition and Grants Office (AGO) web site must relate to the mission, goals and objectives of all or part of AGO and be reviewed and approved in accordance with AGO policy and procedures before it may be posted.

2 Content

2.01 All content for posting should relate to the mission, goals and objectives of all or part of AGO.

2.02 All content should be directly and or indirectly beneficial to all or part of AGO customers, constituents and employees.

2.02.01 Information and data providing direct support includes:

- Information and data providing direct support includes, for example, the posting of solicitations, guidance on achieving Section 508 compliance, status on procurement requests, procedures for submitting requests for Federal financial assistance, and information for accessing accounting information on NOAA grant recipient account draw downs.
- This is information which has a real bearing on the current or potential relationship between AGO and the people and the public and private organizations which AGO serves and supports.

2.02.02 Information and data providing indirect support is such that enhances the reader's understanding of the mission, goals and objectives of AGO and the products and services it provides.

2.03 All content for posting should also:

- Be factually correct and non-offensive.
- Be free of grammatical and typographical errors.
- Be "accessible" in accordance with the requirements of Section 508 of the Rehabilitation Act.
- Possess quality, objectivity, utility, and integrity as called for by Section 515 of Public Law 106-554, the Treasury and General Government Appropriations Act for Fiscal Year 2001.

3 Specific Types of Content for Posting

- 3.01 Proposed Contracts and Simplified Acquisitions Posted on FedBizOps.
Announcements of proposed contract actions and simplified acquisitions to be posted on FedBizOps shall be posted on the AGO web site beginning approximately the same time and for the same duration that they are posted on FedBizOps. Longer posting periods may be requested by the specialist.
- 3.02 Proposed Contracts (Simplified Acquisitions) Posted on the AGO web site.
Postings on the AGO web site for a minimum of 10 days of proposed contracts (Simplified Acquisitions) expected to exceed \$10,000 but not exceed \$25,000, will be used as the method of public notice to satisfy requirements of FAR 5.101(a)(2). Longer posting periods may be requested by the specialist.
- 3.03 Other Information. Notices of conferences and other events and activities not associated with a proposed procurement or grant and sponsored by AGO or its customers may be posted to AGO's web site with the approval of the Director, AGO, or designee.
- 3.04 Hyperlinks on AGO Web Pages to External Web Pages.
- 3.04.01 Requests for the inclusion of hyperlinks on AGO web pages to sites external to AGO are subject to the same content requirements, review and approval as all material posted by AGO on its web site.
- 3.04.02 A disclaimer will clearly notify the user they are leaving AGO for all links to non-AGO sites. The disclaimer reads as follows:
- "Any reference from the Acquisition and Grants Office web site to any other government or non-government entity, product, service or information does not constitute an endorsement or recommendation by the Acquisition and Grants Office. We are not responsible for the contents of any "off-site" web pages referenced from Acquisition and Grants Office web site pages."

4 Review and Approval

- 4.01 All requests for posting of information and data on general web pages of the Acquisition and Grants Office, including links to web pages managed outside of AGO, must be submitted for review and approval by policy staff designated by the Director, AGO, using the form, **Acquisition and Grants Web Page Approval Process**, approved by Dick Bennett, Acting AGO Director, on October 7, 2002 (see attachment). The form is available at the following URL: <http://www.ofa.noaa.gov/~amd>.

- 4.02 Requests, together with the file(s) for posting, should be forwarded to the designated policy staffer via email. The request should explain the reason for the request and clearly illustrate where the new or updated information will be posted.
- 4.03 If material requires reworking to be approved, the reworked material must be resubmitted for approval.

- 4.04 The designees include the following:

Page	Authority
Home Pages	Task Monitor, AGO Director or above
Division level pages	Division Chief/HCO or above
All other pages	Task Monitor, AGO Director or above
Solicitation page (including postings of notices, solicitations, Q&A's, amendments, etc.)	CO or above

- 4.05 Appeals
- 4.05.01 If a reviewer disapproves a request for posting, requesters may meet with the reviewer and the Director, AGO, to appeal the decision to disapprove the request.

5 Posting to the Internet

- 5.01 If approved, the request will be e-mailed by the approving official to the AGO Webmaster with instructions for posting.
- 5.02 The Webmaster will give priority to items of general interest and post these requests appropriate general AGO web page within two (2) days of receipt.
- 5.03 Other postings which are not of general interest but rather of more specific concern to the customers and constituents of a particular AGO Division will be posted to the internet within five (5) days of receipt unless higher priorities are approved.

Acquisition and Grants Web Page Approval Process

In adherence with DOC, NOAA, and OFA web policies, AGO has adopted the following levels of approval for any postings to AGO web pages:

Page	Authority
Home Pages	Task Monitor, AGO Director or above
Division level pages	Division Chief/HCO or above
All other pages	Task Monitor, AGO Director or above
Solicitation page (including postings of notices, solicitations, Q&A's, amendments, etc.)	CO or above

Any posted information must be as complete and accurate as possible since our dissemination of information is subject to Section 515 of PL 106-554.

OFA/AGO Approval form for Web Postings

Files to be posted are available in ☐ electronic format attached or ☐ hardcopy.

Number of Files: _____

These files need to be posted by: _____ (date) _____ (time)

These files should be removed from the web _____ (date)

Item to be posted	Requested By	Date
	Approved By	Date

Date received for posting:

Date posted: